



Suffolk County Department of Social Services

HOUSING PACKET INSTRUCTIONS

CASE NAME _____

CASE NUMBER _____

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- ❖ All requests for Agency assistance with Security, Broker's Fee or moving expenses must be inspected prior to approval. *****If you are not requesting Agency assistance with any prior expenses listed, an inspection is not necessary. In order for your case to be updated accurately, A Housing Verification Form (SCO 221) should be completed by your landlord and submitted to the Agency.***
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The following paperwork must be included with all housing packets:

- ☐ Housing Packet Cover Page – SCO 2251
- ☐ Housing Packet Instructions – SCO 2376
- ☐ Housing Request Form – SCO/IM 506
- ☐ Pre-rental Inspection Agreement – SCO/IM 594
- ☐ Security Agreement – SCO/IM 571 – if requested by landlord
- ☐ Important Notice to Real Estate Brokers –SCO-2566
- ☐ Proof of Ownership – tax bill (preferred), deed, mortgage bill, etc.
- ☐ W-9 Form – broker and landlord must fill out forms if they need to establish a Vendor ID # with Suffolk County DSS. The W-9 should also be submitted if a change to the existing Vendor ID # is necessary.

*All forms listed above can be found on the Suffolk county website. (web address posted below)

The following additional paperwork must be included with SSP requests:

- ☐ Shelter Supplement Application – SCO 2395
- ☐ If client has SSI or a Non-TA Household member – Shelter Supplement Third Party Contribution/Relationship Statement – SCO 2397

The following additional paperwork must be included with Section 8 requests:

- ☐ Section 8 rental breakdown
- ☐ Section 8 contact information

*******INCOMPLETE HOUSING PACKETS WILL BE RETURNED*******

- ❖ If you move into the proposed housing prior to receiving approval, requested payments may be denied.

Yellow Highlighted Sections – Landlord information and/or signature needed on forms.

Blue Highlighted Sections – Broker information and/or signature needed on forms.

Pink Highlighted Sections – Tenant information and/or signature needed on forms.